Section 4

EVENT RULES

IMPROMPTU SPEAKING

Impromptu Speaking, an *individual event*, recognizes participants for their ability to address a topic relating to FCCLA without prior preparation. The ability to express one's thoughts in an impromptu situation while maintaining poise, self-confidence, logical organization of point, and conversational speaking are important assets in *family*, career and *community* situations.

EVENT CATEGORIES
Junior: through grade 9
Senior: grades 10-12
Occupational: grades 10-12
See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY
1. A chapter may enter each category of this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA chapter member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. An event category is determined by participants' previous or current enrollment in family and consumer sciences related course work and grade in school as of April 30 of the current school year.
4. Participants in this event may not be entered in any other STAR Event.

THIS IS A MISSOURI EVENT ONLY AND DOES NOT QUALIFY FOR PARTICIPATION IN NATIONAL STAR EVENTS.

PROCEDURES
1. Participants report to the event lead consultant at the designated room fifteen minutes prior to participation time.
2. At the designated preparation time, the participant will select a topic. The participant may see the three topics before choosing one to use. The same topics are used with each participant. The topics will relate to FCCLA purposes, activities, and/or current programs and topics.
3. Participants may not bring reference materials for use during the 10-minute preparation period.
4. One 4" x 6" card may be used during the preparation and performance. Information may be written on both sides of the note card. The note card must be left with the lead or room consultant at the conclusion of the speech.
5. A room consultant will introduce each participant. The participant will introduce the speech topic by title only.
6. Each speech should be 4 minutes in length. A 1-minute warning will be given at 3 minutes. Participants will be asked to stop at 4 minutes.
7. Evaluators will score and write comments for each entry and then spend a few minutes reviewing the strengths and areas for improvement of the presentation with the participant.
8. Total time required for participation in this event is approximately 25 minutes including preparation time, presentation, and meeting with evaluators.
9. Spectators may observe the presentation portion of this event if circumstances allow, per the discretion of the regional or state STAR Events coordinator.

EVALUATION AND AWARDS
Evaluators will complete a rating sheet on each participant immediately following the delivery of the speech. Medals will be awarded as follows:
> Gold: 90 - 100 points
> Silver: 70-89.99 points
> Bronze: 1-69.99 points

Should a tie result for the state winner, the judges will rank the participants, with the rank of 1 being the highest.

IMPROMPTU SPEAKING

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior   ☐ Senior   ☐ Occupational   Chapter_____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the "Score" column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
CONTENT OF TALK						
Introduction/purpose clearly stated	◎①	②	③	④	⑤	
Relation to FCCLA purposes activities and/or current programs	◎①②③	④⑤⑥	⑦⑧⑨	⑩⑪⑫	⑬⑭⑮	
Suitability and accuracy of statements	◎①	②	③	④	⑤	
Projected knowledge of subject	◎①	②	③	④	⑤	
Logical sequence of ideas	◎①②	③④	⑤⑥	⑦⑧	⑨⑩	
Topic adequately developed and addressed	◎①②③	④⑤⑥	⑦⑧⑨	⑩⑪⑫	⑬⑭⑮	
PRESENTATION STYLE						
Voice (pitch/tempo/volume)	◎①	②	③	④	⑤	
Gestures/mannerisms/eye contact	◎①	②	③	④	⑤	
Grammar/pronunciation	◎①	②	③	④	⑤	
Sincerity of speech	◎①	②	③	④	⑤	
Level of interest	◎①	②	③	④	⑤	
Clearness of points	◎①	②	③	④	⑤	
Creativity	◎①	②	③	④	⑤	
Convincing	◎①	②	③	④	⑤	
Conciseness of speech	◎①	②	③	④	⑤	

Total Score _____

Evaluator's Signature_____ Room Consultant Verification of Total Score_____

_____**Circle**

Rating Achieved

Gold: 90-100   Silver: 70-89.99   Bronze: 1-69.99

INTERPERSONAL COMMUNICATIONS

Interpersonal Communications, an *individual* or *team event*, recognizes participants who use family and consumer sciences and/or related occupations skills and apply communication techniques to develop a project designed to strengthen communication in a chosen category: *community*, *employment* relationships, *family*, *peer* groups or school groups. Participants must prepare a *file folder*, an **oral presentation,** and a **response to a related case study**.

EVENT CATEGORIES
Junior: through grade 9
Senior: grades 10-12
Occupational: grades 10-12
See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY
1. A chapter may enter each category of this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA chapter member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. The Interpersonal Communications project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
4. The Interpersonal Communications project and all supporting materials must be planned, conducted, and prepared by the participant(s) only.

PROCEDURES & TIME REQUIREMENTS
1. Each entry will submit a *file folder* with required documents to the event room consultant at the designated participation time.
2. Room consultants and evaluators will have 5 minutes to preview the *file folder* before the presentation begins.
3. Participants will have 5 minutes to set up for the event. Other persons may not assist.
4. The oral presentation **may be up to** 5 minutes in length. A one-minute warning will be given at 4 minutes. Participants will be stopped at 5 minutes.
5. Following the presentation, evaluators will have 5 minutes to interview participants.
6. Participants will then be given a written case study related to their project. They will have 10 minutes to prepare a response to the case study.
7. Participants will have up to 5 minutes to present the case study response to evaluators. Evaluators may ask questions after the response.
8. Evaluators will use the rating sheet to score and write comments for participant(s). Then evaluators will meet with participants to discuss strengths and suggestions for improvement.
9. The total time for this event is approximately 50 minutes.

GENERAL INFORMATION
1. A table and blank note cards for the preparation of the case study response will be provided. Participant(s) must bring all other necessary supplies and/or equipment. Wall space will not be available.
2. Participants(s) may bring or request an easel.
3. Electrical outlets must be requested on the STAR Events entry form. Extension cords and power strips are not provided.
4. Spectators are not allowed to observe any portion of this event.
5. Only *visuals* that were used during the "ACT" step of the *planning process* for this project may be used during the oral presentation. Audio and/or *visual equipment* are **not** allowed in this event.
6. Words in *italics* are defined in the glossary.
7. See Allowable Presentation Elements chart on page 9.

INTERPERSONAL COMMUNICATIONS SPECIFICATIONS

File Folder
Participants will submit one letter-size *file folder* containing three identical sets, with each set stapled separately, of the items listed below to the event room consultant at the designated participation time. The *file folder* must be labeled in the top left corner with name of event, category, participant's name(s), state and region. *For national STAR events, use state and national region.

Project Identification Page	One 8½" x 11" page on *plain paper*, with no *graphics* or decorations; must include participant's name(s), school, city, state, region, project title, and chosen category of emphasis (i.e. *family*, *peer* groups, school groups, *community*, or *employment*). *For national STAR Events, use Central Region.
FCCLA *Planning Process* Summary Page	One 8½" x 11" summary page of how each step of the *planning process* was used to plan and implement the project; may also be described in the oral presentation.
Works Cited/*Bibliography*	Use an organized, consistent format to cite all references in alphabetical order. Resources should be reliable and current.

Oral Presentation
The oral presentation **may be up to** 5 minutes in length and is delivered to evaluators. The presentation should describe the project in detail and discuss how communication techniques and methods such as verbal, nonverbal, written, active listening, one-on-one and/or conflict resolution were used. *Visuals* may be used during the oral presentation only if the *visuals* were actually used in the "ACT" step of the *planning process*. Audio and/or visual recordings are not permitted.

Organization	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize the project.
Project Rationale Clearly Stated	Identify reason for implementing the project.
Used Appropriate Techniques	Show evidence of communication techniques and methods used in project, such as verbal, nonverbal, written, one-on-one, active listening and/or conflict resolution.
Evidence of Project Self-Evaluation	Determine and express the significance of the project and its outcome.
Impact on Interpersonal Communications; Accomplishments	Show how an area of interpersonal communications was strengthened through the project.
Relationship to FCCLA Purposes and FACS	Explain direct connection to the purposes of FCCLA and family and consumer sciences and/or related occupations.
Voice	Speak clearly with appropriate pitch, tempo and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact and appropriate handling of *visuals* and notes or note cards if used.
Grammar and Pronunciation	Use proper grammar and pronunciation.

Case Study
Participants will be given a written case study to evaluate their understanding of communication. The case study will relate to the area of the participant's project. Participants will have 10 minutes to prepare a response. The response may not exceed 5 minutes. Work will take place in a separate room with no spectators. No prewritten material is allowed, but blank note cards will be provided.

Knowledge of Communication Techniques	Show evidence of awareness of methods of strengthening communication and communication techniques.
Appropriate Solutions	Present solutions that are feasible and suitable for the situation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding the project and case study response. Questions may be asked after the presentation and after the case study response

STAR EVENTS POINT SUMMARY FORM
INTERPERSONAL COMMUNICATIONS

Name(s) of Participant(s) _____Region_____

Category: ☐ Junior   ☐ Senior   ☐ Occupational   Chapter _____

Directions:

1. Before student presentation, room consultant must check participant's *file folder* using the criteria and standards in the chart that follows. If there is a discrepancy **under or over** the required number of items, record in the comment section and notify event lead consultant to verify point deduction.
2. At the conclusion of the presentation, clip this form to the completed rating sheets.

Evaluators' Scores

Evaluator 1 _____ Initials_____
Evaluator 2 _____ Initials_____
Evaluator 3 _____ Initials_____

Total Score_____ divided by number of evaluators = Average Score _____

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
FILE FOLDER			
One *file folder*	Failure of the *file folder* to be letter size and include the following information typed or written in the upper left corner: Name of STAR Event, category, participants name(s), state and region will result in the loss of two points.		
The folder must include three separately stapled identical sets of required information.	Failure to follow page rules or number of copies will result in the loss of two points per missing copy or additional page and/or page that does not follow the rules for stacking/overlapping not to exceed 10 points.		
ADDITIONAL CRITERIA			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable to state STAR Events.)		
	Failure to follow specific event guidelines listed in other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score:_____
Average Score minus point deduction(s)

Rating achieved (circle one)   Gold: 90-100   Silver: 70 – 89.99   Bronze: 1-69.99

Verification of final score and rating (please initial)   Evaluator 1_____   Evaluator 2 _____   Evaluator 3_____

Adult Room Consultant _____   Event Lead Consultant____

INTERPERSONAL COMMUNICATIONS RATING SHEET

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the "Score" column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total, and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
FILE FOLDER						
Project Identification Page	◎①	②	③	④	⑤	
FCCLA Planning Process Summary Page	◎①	②	③	④	⑤	
Works Cited/Bibliography	◎①	②	③	④	⑤	
ORAL PRESENTATION						
Organization	◎①②	③④	⑤⑥	⑦⑧	⑨⑩	
Project Rationale Clearly Stated	◎①	②	③	④	⑤	
Used Appropriate Techniques	◎①②③	④⑤⑥	⑦⑧⑨	⑩⑪⑫	⑬⑭⑮	
Evidence of Project Self-Evaluation	◎①	②	③	④	⑤	
Impact on Interpersonal Communications	◎①②	③④	⑤⑥	⑦⑧	⑨⑩	
Relationship to FCCLA Purposes and FACS	◎①	②	③	④	⑤	
Voice	◎①	②	③	④	⑤	
Body Language	◎①	②	③	④	⑤	
Grammar and Pronunciation	◎①	②	③	④	⑤	
CASE STUDY						
Knowledge of Communication Techniques	◎①②	③④	⑤⑥	⑦⑧	⑨⑩	
Appropriate Solutions	◎①	②	③	④	⑤	
Responses to Evaluators' Questions	◎①	②	③	④	⑤	

Total Score_____

Evaluator's Signature_____ Room Consultant Verification of Total Score_____

Job Interview

Job Interview, an *individual event*, recognizes participants who use family and consumer sciences and/or related occupations skills to develop a *portfolio*, participate in an interview, and communicate a personal understanding of job requirements. Participants must prepare a ***portfolio,*** be prepared to fill out a **job application,** and express their communication skills and job knowledge through an **interview**.

EVENT CATEGORIES

Senior: grades 10-12
Occupational: grades 10-12
See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY

1. A chapter may enter each category of this event.
2. Participation is open to any regional, state, and nationally affiliated FCCLA chapter member in grades 10-12. (December 20 postmark deadline for dues). State STAR Events participants must register for the State Leadership Conference.
3. The Job Interview project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
4. The Job Interview project and all supporting materials must be planned, conducted, and prepared by the participant only. Exception: Letters of recommendation should not be the work of the participant.

PROCEDURES & TIME REQUIREMENTS

1. Each participant will submit a *portfolio* to the event room consultant at the designated participation time. At the designated time, the participant will have 15 minutes to fill out a job application.
2. Room consultants and evaluators will have 15 minutes to preview the *portfolio* before the interview begins. The evaluator will return the *portfolio* to the participant to use during the presentation.
3. The interview **may be up to** 20 minutes in length. A one-minute warning will be given at 19 minutes. The interview will be stopped at 20 minutes.
4. Evaluators will use the rating sheet to score and write comments for each participant. Then evaluators will meet with participant to discuss strengths and suggestions for improvement.
5. The total time required for this event is approximately 45 minutes.

GENERAL INFORMATION

1. A dictionary will be provided in the application room. Participants may only use a copy of their resume and letters of recommendation to fill out the job application.
2. Participants may use the *portfolio* during the interview process and answer questions about the *portfolio* at this time. No other materials may be used during the interview.
3. Spectators may not observe any portion of this event. If circumstances allow, portfolios may be available for viewing at a designated time, per the discretion of the regional or state STAR Events coordinator.
4. *Stacking/overlapping* is not allowed in the *portfolio*.
5. Participant must apply for a job that matches their current skills and relates to their career interests/goals.
6. *Costumes/uniform*s are not allowed.
7. Words in *italics* are defined in the glossary.
8. See Allowable Presentation Elements chart on page 9.

JOB INTERVIEW SPECIFICATIONS

Application
Participants will have 15 minutes to fill out a standard job application at the designated time.

Neat/Complete	Job application should be filled out in black or blue ink and be complete, accurate, neat, legible, *professional* and contain correct grammar and spelling.

Portfolio
The *portfolio* is a collection of factual information that supports the job for which the participant is applying. Materials must be contained in an FCCLA STAR Events binder/notebook obtained from the national FCCLA emblematic supplier. A decorative and/or informative cover may be included. All materials, including the *divider pages* and tabs, must fit within the cover. The binder/notebook must contain no more than 33 pages: 1 *project identification page*, 1 table of contents page, 1 *planning process* summary page, 0-5 *divider pages* and no more than 25 *content* pages, including the documents listed below. *Divider pages* may be tabbed and may contain a title, a section name, *graphic* elements, thematic decorations, and/or page numbers; they must not include any other *content*. All pages must be one-sided only. All pages except *divider pages* must be 8½" x 11". *Stacking/overlapping* is not allowed in the *portfolio*. The *portfolio* will be turned in to the room consultant at the designated participation time.

Project Identification Page	One 8½" x 11" page on *plain paper*, with no *graphics* or decorations, must include participant's name, chapter name, school, city, state, region and job title desired. *For national STAR Events, use Central Region.
FCCLA *Planning Process* Summary Page	One 8½" x 11" summary page of how each step of the *planning process* was used to plan and implement the project; use of the *planning process* may also be described in the oral presentation.
Job Specification Sheet	Give name of employer, job title, short job description, required hours, and wages typically offered for this job.
Business Communication	Include cover letter, resume and two letters of recommendation (one from a school official, administrator, counselor or teacher and one from an employer or other *community* representative).
School-Based Learning	Describe *school-based learning* that enhances employability. Include a summary of school activities; career research projects; application of family and consumer sciences and/or related occupations, and their relationship to job; and an example of ability to communicate in written form.
Work-Based Learning	Describe *work-based learning* that enhances employability. Include career development planning; summaries of job shadowing, internships; apprenticeships, informational interviews or *community* service projects; and/or products developed during these experiences.
Examples of Special Skills	Include up to five examples of special skills, talents and/or abilities related to job and career goals. These may be in any format but must fit within the *dimensions* of the *portfolio*. Audio and/or video recordings may be included in the *portfolio* but **will not** be considered by the evaluators. Examples or samples of special skills will be identified as such and are considered *content pages*.
Appearance	*Portfolio* must be neat, legible, and *professional* and use correct grammar and spelling.

Interview
The interview **may be up to** 20 minutes in length and will be conducted by evaluators. Questions will pertain to participant's current skill level and the specific job for which they are applying. The *portfolio* should be used during the interview.

Professional Appearance	Attire and grooming suitable for specific job interview.
Communication Skills	Display effective verbal and nonverbal skills: clarity of expression, eye contact, good posture, friendly, poised and personable.
Knowledge of Job	Show evidence of how present skills relate to job, including family and consumer sciences and/or related occupations coursework, and evidence of knowledge of specific abilities needed to perform job.
Use of *Portfolio*	Use *portfolio* to support understanding of job and emphasize skills.

STAR EVENTS POINT SUMMARY FORM
JOB INTERVIEW

Name(s) of Participant(s) _____Region_____

Category: ☐ Senior ☐ Occupational   Chapter _____

Directions:

1. Before student presentation, room consultant must check participant's *portfolio* using the criteria and standards in the chart that follows. If there is a discrepancy **under or over** the required number of items, record in the comment section and notify event lead consultant to verify point deductions.

2. At the conclusion of the presentation, staple this form to the completed rating sheets.

Evaluators' Scores

Evaluator 1 _____ Initials_____
Evaluator 2 _____ Initials_____
Evaluator 3 _____ Initials_____

Total Score_____ divided by number of evaluators = Average Score _____

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
PORTFOLIO			
0-5 *divider pages* Up to 25 *content* pages (one-sided only)	Failure to follow page rules for portfolio will result in the loss of two points per additional page and/or page that does not follow the rules for *stacking/overlapping* not to exceed 10 points.		
ADDITIONAL CRITERIA			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable to state STAR Events.) Failure to follow specific event guidelines listed in other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score:_____
Average Score minus point deduction(s)

Rating achieved (circle one)   Gold: 90-100   Silver: 70 – 89.99   Bronze: 1-69.99

Verification of final score and rating (please initial)   Evaluator 1_____   Evaluator 2 _____   Evaluator 3_____

Adult Room Consultant _____   Event Lead Consultant____

JOB INTERVIEW RATING SHEET

Name of Participant _____ Region _____

Category:　　☐ Senior　　☐ Occupational　　　　　Chapter _____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the "Score" column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total, and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
APPLICATION						
Neat/Complete	◎①②	③④	⑤⑥	⑦⑧	⑨⑩	
PORTFOLIO						
Project Identification Page	◎①	②	③	④	⑤	
FCCLA Planning Process Summary Page	◎①	②	③	④	⑤	
Job Specification Sheet	◎①	②	③	④	⑤	
Business Communication	◎①	②	③	④	⑤	
School-Based Learning	◎①	②	③	④	⑤	
Work-Based Learning	◎①	②	③	④	⑤	
Examples of Special Skills	◎①	②	③	④	⑤	
Appearance	◎①	②	③	④	⑤	
INTERVIEW						
Professional Appearance	◎①②	③④	⑤⑥	⑦⑧	⑨⑩	
Communication Skills	◎①②③	④⑤⑥	⑦⑧⑨	⑩⑪⑫	⑬⑭⑮	
Knowledge of Job	◎①②③	④⑤⑥	⑦⑧⑨	⑩⑪⑫	⑬⑭⑮	
Use of Portfolio	◎①②	③④	⑤⑥	⑦⑧	⑨⑩	

Total Score_____

Evaluator's Signature_____ Room Consultant Verification of Total Score_____

NATIONAL PROGRAMS IN ACTION

National Programs in Action, an *individual* or *team event*, recognizes participants who explain how the *planning process* was used to plan and implement a *national program* project. Participants must prepare a ***file folder***, an **oral presentation,** and ***visuals.***

EVENT CATEGORIES

Junior: through grade 9
Senior: grades 10-12
Occupational: grades 10-12
See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY

1. Chapters may enter each category of this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA chapter member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. The National Programs in Action project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
4. The National Programs in Action project and all supporting materials must be planned, conducted and prepared by the participants only.

PROCEDURES & TIME REQUIREMENTS

1. Each entry will submit a *file folder* with required documents to the event room consultant at the designated participation time.
2. Room consultants and evaluators will have 5 minutes to preview the *file folder* before the presentation begins.
3. Participant(s) will have 5 minutes to set up for the event. Other persons may not assist.
4. The oral presentation **may be up to** 15 minutes in length. A one-minute warning will be given at 14 minutes. Participant(s) will be stopped at 15 minutes.
5. If audio or audiovisual recordings are used, they are limited to 1 minute playing time during the presentation.
6. Following the presentation, evaluators will have 5 minutes to interview the participant(s).
7. Evaluators will use the rating sheet to score and write comments for participant(s). Then evaluators will meet with participants to discuss strengths and suggestions for improvement.
8. The total time required for this event is approximately 40 minutes.

GENERAL INFORMATION

1. FCCLA national programs include all current national programs except STAR Events.
2. A table will be provided. Participant(s) may request or bring an easel. Equipment may be requested from the host institution, but may not be available. Participants should confirm equipment requests prior to STAR Events. If not available, participants must bring all other necessary supplies and/or equipment. Wall space will not be available.
3. Electrical outlets must be requested through the STAR Events entry form. Extension cords and power strips are not provided.
4. Spectators may observe the presentation portion of this event if circumstances allow, per the discretion of the regional or state STAR Events coordinator.
5. Words in *italics* are defined in the glossary.
6. See Allowable Presentation Elements chart on page 9.

NATIONAL PROGRAMS IN ACTION SPECIFICATIONS

File Folder

Participants will submit one letter-size *file folder* containing three identical sets, with each set stapled separately, of the items listed below to the event room consultant at the designated participation time. The *file folder* must be labeled in the top left corner with name of event, category, participant's name(s), state, and region. *For national STAR Events use Central Region.

Project Identification Page	One 8½" x 11" page on *plain paper*, with no *graphics* or decoration, must include participant's name(s), chapter name, school, city, state, region, project title and name of the *national program* on which the project focuses. *For national STAR Events, use Central Region.
FCCLA *Planning Process* Summary Page	One 8½" x 11" summary page of how each step of the *planning process* was used to plan and implement the project.

Oral Presentation

The oral presentation **may be up to** 15 minutes in length and is delivered to evaluators. The presentation should deal with how each step of the *planning process* was used to plan and implement a *national program* project.

Identify Concerns: Relationship to *National Program*	Explain local concerns and how the *national program* addresses the concerns.
Identify Concerns: Knowledge of *National Program*	Review *national program* selected, its components and its goals.
Set a Goal: Structure	State what you want to accomplish in concrete and measurable terms.
Set a Goal: Appropriateness	Express how goal relates to *national program* concerns and to the size and demographic nature of chapter and *community* to which members belong.
Form a Plan: Organization	Present plan in the chronological sequence in which it was accomplished.
Form a Plan: Who, What, When, Where, How	Determine who, what, when, where and how; list abilities, skills and knowledge required; list available resources; identify possible barriers; include ways to recognize accomplishments.
Act: Action Taken on Plan	Explain how plan was carried out. Show specific steps used to complete project.
Follow Up: Publicity and Recognition	Share methods of publicizing project efforts and recognizing participants.
Follow Up: Evaluation Tools	Present methods of evaluating project. Include successes and areas of possible improvement.
Voice	Speak clearly with appropriate pitch, tempo and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact and appropriate handling of visuals and notes or note cards if used.
Grammar and Pronunciation	Use proper grammar and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding subject matter. Questions are asked after the presentation.

Visuals

Participants may use any combination of *props*, materials, supplies, and/or equipment to demonstrate how to carry out their project. If audio or audiovisual recordings are used, they are limited to a 1-minute playing time during the presentation.

Effectively Illustrate *Content*	Support, illustrate and/or complement *content* of presentation.
Appearance	Presentation aids must be visible to the *audience*, neat, legible, *professional*, and creative and use correct grammar and spelling.

STAR EVENTS POINT SUMMARY FORM
NATIONAL PROGRAMS IN ACTION

Name(s) of Participant(s) _____Region_____

Category:　　☐Junior　　☐ Senior　　☐ Occupational　　Chapter _____

Directions:

1. Before student presentation, room consultant must check participant's *file folder* using the criteria and standards in the chart that follows. If there is a discrepancy **under or over** the required number of items, record in the comment section and notify event lead consultant to verify point deductions.
2. At the conclusion of the presentation, clip this form to the completed rating sheets.

Evaluators' Scores

Evaluator 1 _____ Initials_____
Evaluator 2 _____ Initials_____
Evaluator 3 _____ Initials_____

Total Score_____ divided by number of evaluators = Average Score _____

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
FILE FOLDER			
One *file folder*	Failure of the *file folder* to be letter size and include the following information typed or written in the upper left corner: Name of event, category, participant's name(s), state and region will result in the loss of two points.		
The folder must include three separately stapled identical sets of required information.	Failure to follow page rules or number of document sets will result in the loss of two points per identical set, not to exceed 10 points.		
ADDITIONAL CRITERIA			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable to state STAR Events.)		
	Failure to follow specific event guidelines not listed in other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score:_____
Average Score minus point deduction(s)

Rating achieved (circle one)　Gold: 90-100　　Silver: 70 – 89.99　　Bronze: 1-69.99

Verification of final score and rating (please initial)　　Evaluator 1_____　Evaluator 2 _____　Evaluator 3_____

Adult Room Consultant _____　Event Lead Consultant____

NATIONAL PROGRAMS IN ACTION RATING SHEET

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the "Score" column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
FILE FOLDER						
Project Identification Page	⓪①	②	③	④	⑤	
FCCLA Planning Process Summary Page	⓪①②	③④	⑤⑥	⑦⑧	⑨⑩	
ORAL PRESENTATION						
Identify Concerns: Relationship to National Program	⓪①	②	③	④	⑤	
Identify Concerns: Knowledge of National Program	⓪①	②	③	④	⑤	
Set a Goal: Structure	⓪①	②	③	④	⑤	
Set a Goal: Appropriateness	⓪①	②	③	④	⑤	
Form a Plan: Organization	⓪①	②	③	④	⑤	
Form a Plan: Who, What, When, Where, How	⓪①②	③④	⑤⑥	⑦⑧	⑨⑩	
Act: Action Taken on Plan	⓪①②	③④	⑤⑥	⑦⑧	⑨⑩	
Follow Up: Publicity and Recognition	⓪①	②	③	④	⑤	
Follow Up: Evaluation Tools	⓪①	②	③	④	⑤	
Voice	⓪①	②	③	④	⑤	
Body Language	⓪①	②	③	④	⑤	
Grammar and Pronunciation	⓪①	②	③	④	⑤	
Responses to Evaluators' Questions	⓪①	②	③	④	⑤	
VISUALS						
Effectively Illustrate Content	⓪①	②	③	④	⑤	
Appearance	⓪①	②	③	④	⑤	

Total Score_____

Evaluator's Signature_____ Room Consultant Verification of Total Score_____

Parliamentary Procedure

Parliamentary Procedure, a *team event*, recognizes chapters that develop a working knowledge of parliamentary law and the ability to conduct an FCCLA business meeting. Participants must present a **demonstration meeting** using provided planning materials and prepare **minutes** of the meeting.

EVENT CATEGORIES

Junior: through grade 9
Senior: grades 10-12
Occupational: grades 10-12
See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY

1. A chapter may enter each category of this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. The Parliamentary Procedure presentation and all supporting materials must be planned, conducted, and prepared by the participants only.
4. The Parliamentary Procedure *team* will consist of four to eight members including a president who will serve as the chair, a secretary, a treasurer and up to five others who will serve as chapter members. The chair will designate the members of the *team* who will serve as secretary and treasurer.

PROCEDURES & TIME REQUIREMENTS

1. At the designated time, participants will report to the planning room where they will be given one copy of each of the following: a skeleton agenda, minutes from a previous meeting, treasurer's report, two topics of new business and a copy of the **Robert's Rules of Order Newly Revised 10th Edition**. Possible topics of new business include, but are not limited to, the following: plans to increase chapter membership, fundraising ideas for local chapter, public relations or promotional projects, *community* service projects and participation in state and FCCLA *national programs*.
2. Participants will have 15 minutes to prepare for the meeting.
3. Participants will move to a demonstration room to present. The demonstrated meeting **may be up to** 20 minutes in length (rap of gavel for FCCLA Opening Ceremonies to final gavel rap of FCCLA Closing Ceremonies). A five-minute and a one-minute warning will be given. Participants will be stopped at 20 minutes.
4. Following adjournment of the meeting the secretary will turn in the secretary's records and the evaluators will have 10 minutes to question the participants on the meeting and basic principles of parliamentary law.
5. Evaluators will use the rating sheet to score and write comments for participants. Then evaluators will meet with the *team* to discuss strengths and suggestions for improvement.
6. The total time required for this event is approximately one hour.

GENERAL INFORMATION

1. A table and eight chairs, as well as the planning packet consisting of agenda, secretary report/minutes, blank secretary's record, and treasurer's report, will be provided. Participants must bring a gavel, blank paper, and pencils for taking notes.
2. The *team* enters the demonstration room and is seated. Tables may not be moved; chairs must face the evaluators.

LEC – **Lectern (Freestanding or Tabletop)**

⬇ **Chair for participant**
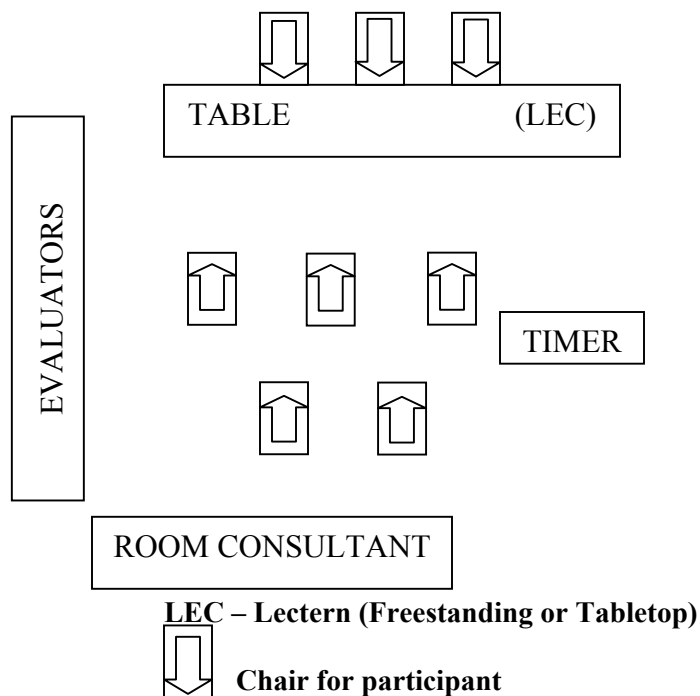
3. Prepared scripts are not allowed. Participants will be allowed to use notes that were prepared during the planning time and pertain to information received during planning time. Acceptable notes include committee reports and main motions. Notes regarding incidental and subsidiary motions are not allowed.
4. Use of computers is not allowed in any phase of this competition.
5. **Robert's Rules of Order Newly Revised 10th Edition** will be used as the authority for this event.
6. Spectators may observe the meeting portion of this event if circumstances allow, per the discretion of the regional or state STAR Events coordinator.
7. Words in *italics* are defined in the glossary.
8. See Allowable Presentation Elements chart on page 9.

PARLIAMENTARY PROCEDURE SPECIFICATIONS

Demonstrated Meeting

The demonstrated meeting **may be up to** 20 minutes in length and is presented to evaluators. The demonstrated meeting should show the participants' knowledge of parliamentary law and their ability to perform designated skills and should follow the agenda given during the preparation time.

Proper Use of Parliamentary Law	Use parliamentary law according to **Robert's Rules of Order Newly Revised 10th Edition.**
Proper Recognition of Chair and All Members	Use proper procedure when addressing chair or members.
Coverage of Agenda	Address all agenda items properly, Items on agenda should include FCCLA opening ceremony, call to order, previous meeting minutes, treasurer's report, committee report(s), unfinished business/general orders, new business, FCCLA closing ceremony and adjournment.
Main Motion	
Amend a Motion	
Amend an Amendment	
Rise to a Point of Order	
Call Division of the Assembly	Demonstrate each ability correctly, in a proper sequence, and at an appropriate time during the meeting.
Call for Previous Question	
Rise to a Point of Information	
Postpone to a Certain Time	
Refer to a Committee	
Clarity of Express and Voice	State ideas and comments completely; use appropriate grammar, pronunciation, pitch, tempo and volume. Discussion should flow naturally from one item on agenda to the next.
Poise	*Team* conducts itself in appropriate, *professional* and poised manner.
Impartiality of Presiding Officer	Presiding officer uses entire *team* and their ideas.
Team Participation	Active participation by all members during opening and closing ceremonies and discussion (except the secretary).
Responses to Evaluators' Questions	Provide accurate, clear and concise answers to evaluators' questions regarding the subject matter. Questions are asked after the demonstrated meeting.

Secretary's Records/Minutes

Secretary's records or minutes of the demonstrated meeting will be taken by the secretary during the meeting on the provided form. The record will be presented to the evaluators immediately following adjournment of the meeting. The secretary's record may not be rewritten after the meeting; it will be not evaluated as final minutes. The record will be evaluated for coverage of all meeting activities.

STAR EVENTS POINT SUMMARY FORM
PARLIAMENTARY PROCEDURE

Name(s) of Participant(s) _____Region_____

Category: ☐Junior ☐ Senior ☐ Occupational Chapter _____

Directions:

1. At the conclusion of the presentation, clip this form to the completed rating sheets.

Evaluators' Scores

Evaluator 1 _____ Initials_____
Evaluator 2 _____ Initials_____
Evaluator 3 _____ Initials_____

Total Score_____ divided by number of evaluators = Average Score _____

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
REGISTRATION			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable to state STAR Events.)		
ADDITIONAL CRITERIA			
	Failure to follow specific event guidelines not listed in other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score:_____
Average Score minus point deduction(s)

Rating achieved (circle one)   Gold: 90-100   Silver: 70 – 89.99   Bronze: 1-69.99

Verification of final score and rating (please initial)   Evaluator 1_____ Evaluator 2 _____ Evaluator 3_____

Adult Room Consultant _____ Event Lead Consultant____

PARLIAMENTARY PROCEDURE RATING SHEET

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior   ☐ Senior   ☐ Occupational   Chapter _____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the "Score" column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total, and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
DEMONSTRATED MEETING						
Proper Use of Parliamentary Law	◎①②	③④	⑤⑥	⑦⑧	⑨⑩	
Proper Recognition of Chair and All Members	◎①	②	③	④	⑤	
Coverage of Agenda	◎①	②	③	④	⑤	
Main Motion	◎①	②	③	④	⑤	
Amend a Motion	◎①	②	③	④	⑤	
Amend an Amendment	◎①	②	③	④	⑤	
Rise to a Point of Order	◎①	②	③	④	⑤	
Call Division of the Assembly	◎①	②	③	④	⑤	
Call for Previous Question	◎①	②	③	④	⑤	
Rise to a Point of Information	◎①	②	③	④	⑤	
Postpone to a Certain Time	◎①	②	③	④	⑤	
Refer to Committee	◎①	②	③	④	⑤	
Clarity of Expression and Voice	◎①	②	③	④	⑤	
Poise	◎①	②	③	④	⑤	
Impartiality of Presiding Officer	◎①	②	③	④	⑤	
Team Participation	◎①②	③④	⑤⑥	⑦⑧	⑨⑩	
Responses to Evaluators' Questions	◎①	②	③	④	⑤	
SECRETARY'S RECORDS						
Secretary's Records	◎①	②	③	④	⑤	

Total Score_____

Evaluator's Signature_____ Room Consultant Verification of Total Score_____

FCCLA OPENING CEREMONY

President:
Gives a rap with the gavel signaling the officers and members to stand and begins the meeting by stating, "We are members of Family, Career and Community Leaders of America. Our mission is to promote personal growth and leadership development through family and consumer sciences education."

Officers:
"Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge and vocational preparation."

Members:
"As we work toward the accomplishment of our goals, we learn cooperation, take responsibility, develop leadership and give service."

President:
"This meeting of the _____Chapter of Family, Career and Community Leaders of America is now in session. You may be seated."

BRIEF FCCLA OPENING CEREMONY

The following is a short alternative opening ceremony.

President:
Gives a rap with the gavel signaling the officers and members to stand then begins the meeting by stating, "We are members of Family, Career and Community Leaders of America. Our mission is to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge and vocational preparation. This meeting of the _____Chapter of Family, Career and Community Leaders of America is now in session. You may be seated."

FCCLA CLOSING CEREMONY

President:
"Members, please stand. FCCLA members, we are challenged to accept the responsibility of making decisions that affect our lives today and the world tomorrow. Let us repeat our Creed."

Members: (Repeat Creed)

CREED

We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.
For we have the clear consciousness of seeking old and precious values,
For we are the builders of homes,
Homes for America's future,
Homes where living will be the expression of everything that is good and fair,
Homes where truth and love and security and faith will be realities, not dreams.

We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.

President:
"This meeting of the _____Chapter of Family, Career and Community Leaders of America is now adjourned." (Raps gavel.)

BRIEF FCCLA CLOSING CEREMONY
The following is a short alternative closing ceremony.

President:
"Members, please stand. FCCLA members are challenged to make a difference in the world by making decisions daily to assume responsibilities in their personal growth, family life, community involvement and career and technical education. This meeting of Family, Career and Community Leaders of America is now adjourned." (Raps gavel.)

FCCLA SECRETARY'S RECORD

Chapter Name _____ _____ Presiding Officer _____

# of members present _____ Date _____ Time_____ Place _____

Opening Ceremony ☐YES ☐NO   Quorum present ☐YES ☐NO

Minutes of the previous meeting were read ☐YES ☐NO   Approved ☐YES ☐NO

Corrections ☐YES ☐NO   Notes: _____ _____

Treasurer's report ☐ YES ☐NO attached ☐ Filed for audit ☐YES ☐NO   Balance on hand_____

Reports, Motions, Etc.	Motion by	Second	Results, Actions
Committee Report Written Reports attached ☐			

Unfinished Business

New Business

Meeting adjourned at _____   Submitted by _____

Closing Ceremony ☐YES ☐NO   Position held _____